

Procedures for Rescinding NMFS PDS Directives*

1. The Office of Primary Responsibility (OPR) sends a policy or procedure, along with a draft memorandum (see below), to counterparts in all offices for input on whether the directive is needed. Counterparts have 15 working days to e-mail comments with a copy to all other offices.
2. After coordination with counterparts, OPRs coordinate with the General Counsel for Fisheries as specified in NMFSI 30-101-01.
3. After all coordination is complete, the OPR sends F/OP the final memorandum.
4. The rescision memorandum is signed by the Assistant Administrator for Fisheries or the Office Director. Only the Assistant Administrator for Fisheries can rescind a policy directive.
5. The original signed memorandum and coordination documentation is maintained in F/OP for archiving.

Sample Recision Memorandum

MEMORANDUM FOR: NMFS Policy Directives System (PDS) Customers

FROM: William T. Hogarth, Ph.D.
or (Use appropriate letterhead)
Office Director

SUBJECT: Recision of (PDS Policy/Procedural Directive Number),
(Directive Title)

The following document is rescinded from the PDS.

PDS Title:
PDS Number:
Effective Date:
Signature Date:
Certified By:
Approving Authority:

Summary: (Provide brief explanation for this action)

* Note: NMFSI 30-101-01 provides additional instructions for rescinding PDS Directives.